



## Warehouse Lead

### About us:

The Bargains Group's purpose is to help the most vulnerable. We are a wholesaler for Non-Profits and Social Service Agencies including Red Cross, Canadian Mental Health Association, Salvation Army, United Way, etc. Over the past 30+ years we have created a fast pace, passion driven culture focused on making a positive impact!

### About the position:

We need a self-motivated, multi-tasker, with a passion for getting the job done and an eye for detail. Someone who enjoys motivating and guiding a team to meet tight deadlines and problem solve to ensure success. Someone who is looking for a long-term full-time position with room to grow.

**Pay:** \$16/hr - \$20/hr based on experience level

### Responsibilities:

- Report directly to the President
- Oversee and lead the warehouse team ensuring compliance with safety protocols, processes and procedures.
- Delegating where products will be located or re-located in the warehouse for optimal organization and receiving flow.
- Recording location changes in BV system.
- Assist with receiving, picking and packing orders to ensure order flow.
- Updating status of orders in Trello order management system
- Training new and current staff with training manuals
- Assist in collaboration with Logistics Coordinator to ensure that order deadlines are being met.
- Cross train with Shipping and Logistics Coordinator for back up support.
- Preparing and processing donations.
- Inventory counts and checks, including supervising annual physical inventory.

### Qualifications:

- Strong leadership and communication skills is a must.
- Basic computer skills/typing skills.
- Ability to communicate in English both verbally and in writing.
- Order packing experience is an asset.
- Proactive, organized team player.
- Ability to lift boxes up to 50lbs.

All interested candidates should email their resume and cover letter to [jobs@bargainsgroup.com](mailto:jobs@bargainsgroup.com). While we thank all candidates for their interest, only those individuals selected for an interview will be contacted.

890 Caledonia Road  
North York, ON  
M6B 3Y1  
1-877-868-5655

[www.bargainsgroup.com](http://www.bargainsgroup.com)  
[www.kitsforacause.com](http://www.kitsforacause.com)



**Please Answer the Following:**

- Do you have any warehouse or supervisor experience, tell us about it?
- Give us an example of how you've supervised and motivated people in the past?
- Tell us about your preferred communication style. How do you like to communicate best/how do you like to be communicated with?
- What do you like to do when you are not working?

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